

QuikTrac

Before Calling, You will need:

1. Your Permit, Case or Application Number
2. Inspection codes, if scheduling an inspection (see list of codes on reverse side)

To Begin: DIAL **915-313-6100**

Choose from the following options:

- Press 1 for English
- Press 2 for Spanish

THEN Select

- Press 1 to schedule an inspection
- Press 2 to cancel an inspection
- Press 3 to hear inspection results
- Press 0 to speak to Staff
- Press * for General Information
- Press # to return to the previous menu

To Schedule an Inspection Example SGN05-12345

- A.) Enter the THREE letters of the Permit number
SGN = 746 (See List)
- B.) Enter the SEVEN Numbers of the Permit, then Press #
Example: 0512345 #
- C.) QuikTrac will repeat the number and the address
- D.) Enter Inspection code (See List or Press *)
- E.) Select Inspection Date
1. Next Working Day From Call Date
 2. Two Working Days From Call Date
 3. Three Working Days From Call Date
 4. Four Working Days From Call Date
 5. Five Working Days From Call Date

F.) Enter Your Phone Number where you can be reached followed by the # key

- G.) Press 2 to continue
Press # to re-enter the Inspection Date

- H.) QuikTrac states Inspection Date and
- Press 1 Receive Confirmation Number and Hang Up
 - Press 2 To schedule another inspection on Same Permit
 - Press 3 To schedule an inspection on Different Permit
 - Press 4 To Return to the main Menu
 - Press 5 to Request for Automatic Notification

To Cancel an Inspection Example SGN05-12345

- A.) Enter the three letters of the Permit number
SGN = 746
- B.) Enter the Seven Numbers of the Permit, Press #
0512345 #
- C.) QuikTrac will repeat the permit number and address
- D.) Enter Inspection Code Number
- E.) Select
- Press 1 to cancel Scheduled Inspection
 - Press 2 to Reschedule an Inspection
 - Press 3 to not alter the Schedule Date
 - Press 5 To Receive a Fax of information
 - Press # to return to previous menu
 - Press 9 to repeat

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To Schedule an Inspection Example GRA05-12345

- A.) Enter the THREE letters of the Permit number
SGN = 746 (See List)
- B.) Enter the SEVEN Numbers of the Permit, then Press #
Example: 0512345 #
- C.) QuikTrac will repeat the number and the address
- D.) Enter Inspection code (See List or Press *)
- E.) Select Inspection Date
1. Next Working Day From Call Date
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 4. Four Working Days From Call Date
 5. Five Working Days From Call Date

F.) Enter Your Phone Number where you can be reached followed by the # key

- G.) Press 2 to continue
Press # to re-enter the Inspection Date

- H.) QuikTrac states Inspection Date and
- Press 1 Receive Confirmation Number and Hang Up
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To Cancel an Inspection Example SGN05-12345

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SIGNS

Permits starting with **SGN**

QuikTrac

24-Hour Scheduling

By Telephone

FOR

PERMIT INSPECTIONS

24 Hours a Day

Seven Days a week

915-313-6100

Schedule Inspections

Cancel and Reschedule Inspections

Check Inspection Results

Check Permit Status

Get Information for Permits,

SIGN INSPECTIONS

SGN

370 SIGN FOOTING INSPECTION
200 SIGN SHOP INSPECTION
380 VERIFICATION INSPECTION
385 SIGN DEMO BILLBOARD FINAL
390 SIGN FINAL



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